



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)**
(Limited Term - 12 months)

LOCATION: **OFFICE OF SYSTEMS INTEGRATION (OSI)**
Case Management Information and Payrolling System Project II
8745 Folsom Boulevard, Suite 230
Sacramento, CA 95826

FREE PARKING

The successful candidate will join a team of professional staff working to support the procurement and implementation of a new computer system to replace the 25 year old Case Management, Information and Payrolling System. This system supports the case management and payroll needs of adults and families who receive In-Home Supportive Services and the payroll requirements for their paid caregivers.

FINAL FILE DATE: Until Filled

SALARY: \$ 4111.00 - \$ 4997.00

Duties/Responsibilities:

Under the general direction of the Administrative Manager (Staff Services Manager I), the Contract Analyst (AGPA) will independently perform contract management and oversight activities for the Case Management Information and Payrolling System Project (CMIPS II). The Contract Analyst will be responsible for conducting the following activities in a professional manner leading to superior customer service: assisting the Administrative Manager with procurements of difficult and complex Information Technology (IT) consultant services; providing assistance regarding the state contract/procurement process to project staff, contractors, and vendors; monitoring contract activities and contract budgets; managing the contract invoicing process; establishing and administering databases for tracking contracts, expenditures, and deliverables; assisting less experienced team members with contract/procurement issues; and participating in special projects as requested.



Desirable Qualifications:

- Knowledge of the State's contract/procurement processes and procedures.
- Experience in working with numbers and spreadsheet.
- Experience in the use of Word and Excel.
- Strong written and verbal communication skills.
- Experience working independently.
- General knowledge of the State's budgeting process.
- Demonstrated dependability and good attendance.
- Ability to organize and prioritize work to complete assignments within strict timelines.
- Willingness to work overtime when needed.

Who May Apply:

State employees who are currently at the Associate Governmental Program Analyst or have transfer eligibility to that level. (If applicable, please indicate your eligibility in box 12 of your application.)

Persons who have Associate Governmental Program Analyst certification list eligibility. (If applicable, please indicate your eligibility in box 12 of your application.)

SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate in box 12 of your application that you are a surplus candidate and attach a copy of your surplus letter.)

Inquiries regarding this position may be directed to John Parker at (916) 229-0884.

Application must include RPA #06-055 on the front page of your State application. Candidate may be selected by competitive interview or resume review.

Submit a State of California Std. 678 Application to:

Office of Systems Integration
Case Management Information and Payrolling System Project
8745 Folsom Boulevard, Suite 230
ATTN: John Parker, Ref: RPA 06-055
Sacramento, CA 95826